Quick Start Guide

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How to use this guide

The *Moxomo Quick Start Guide* is designed to introduce you to Moxomo Web and Mobile Recruitment Solution Software . Our goal is:

> To have you working with the Moxomo service in a matter of minutes.

This guide is structured as a series of brief chapters, each presenting hands-on information that you will need to work on the system.

We assume that you are somewhat acquainted with basic concepts of *web applications* (browsers, pages) and mobile apps. However, you do not need deep expertise in any specific technology. If you know how to navigate a file system and open URLs in a web browser, you are good to go.

Thank you for choosing Moxomo, and welcome.

Why Moxomo?

In this chapter we explore the unique traits of the Moxomo platform that set it apart from other services with similar purpose.

Mobile First

Most online recruitment solutions are designed primarily for the desktop, while their mobile part is secondary and is often a lousy repackaged version of the desktop website. Moxomo is mobile first and offers fully functional cross-platform native mobile applications that are not only fast but are also a joy to use. We currently support Android (incl tablets) and Blackberry devices, support for IOS and Windows Phone coming early 2014.

With most people's primary access to the internet being their mobile devices, Moxomo is well positioned to serve your ads to more potential candidates than can be done with desktop sites.

Advert and Applications Management

Moxomo provides a **clean, clear approach** to advert placement and management thereof. We also provide facilities to manage all job applications that result from your adverts.

Social Network Integration

Moxomo is integrated with Twitter; we are currently working on leveraging more of its features.

LinkedIn and Facebook integration are in the works and should be available from version 1.1

Reporting

Moxomo is integrated with Google Analytics.

98 % Uptime

Moxomo applications are hosted on Google's reliable infrastructure.

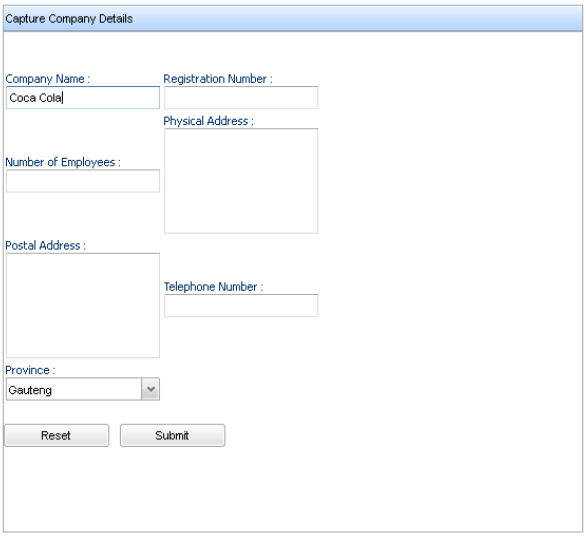
Registering

Before starting with the registration process please make sure you have the following:

- Your business details, eg. Company/agency name, physical address and contact details.
- Your business/agency logo either in png or jpg format(mandatory)
- A valid email address
- A working internet connection(PC)

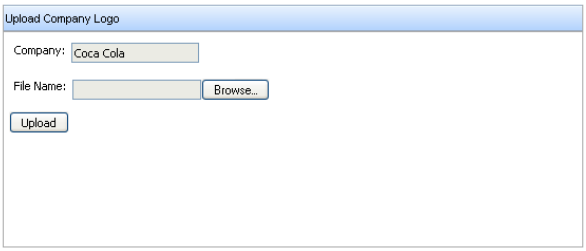
It is important that you complete the registration process in one session as it is not possible to continue where you left off.

Open your web browser and visit http:// www.moxomo.co.za. Once the web page is fully loaded, click on the Sign Up.



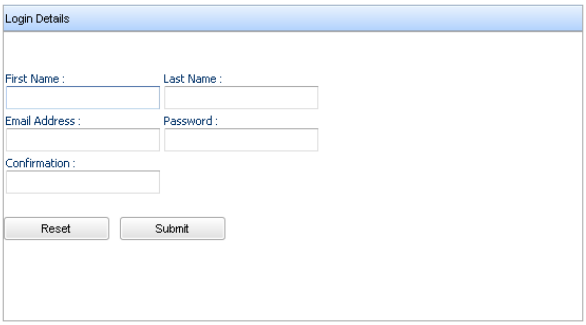
Fill in your business details; make sure everything is correct before you click “Submit”. Please note that although you will be able to change some of the details in future, the company name is immutable once captured on our system.

The next screen in the flow is the logo upload screen. Click browse, select your logo from your computers’ file system and then click upload.

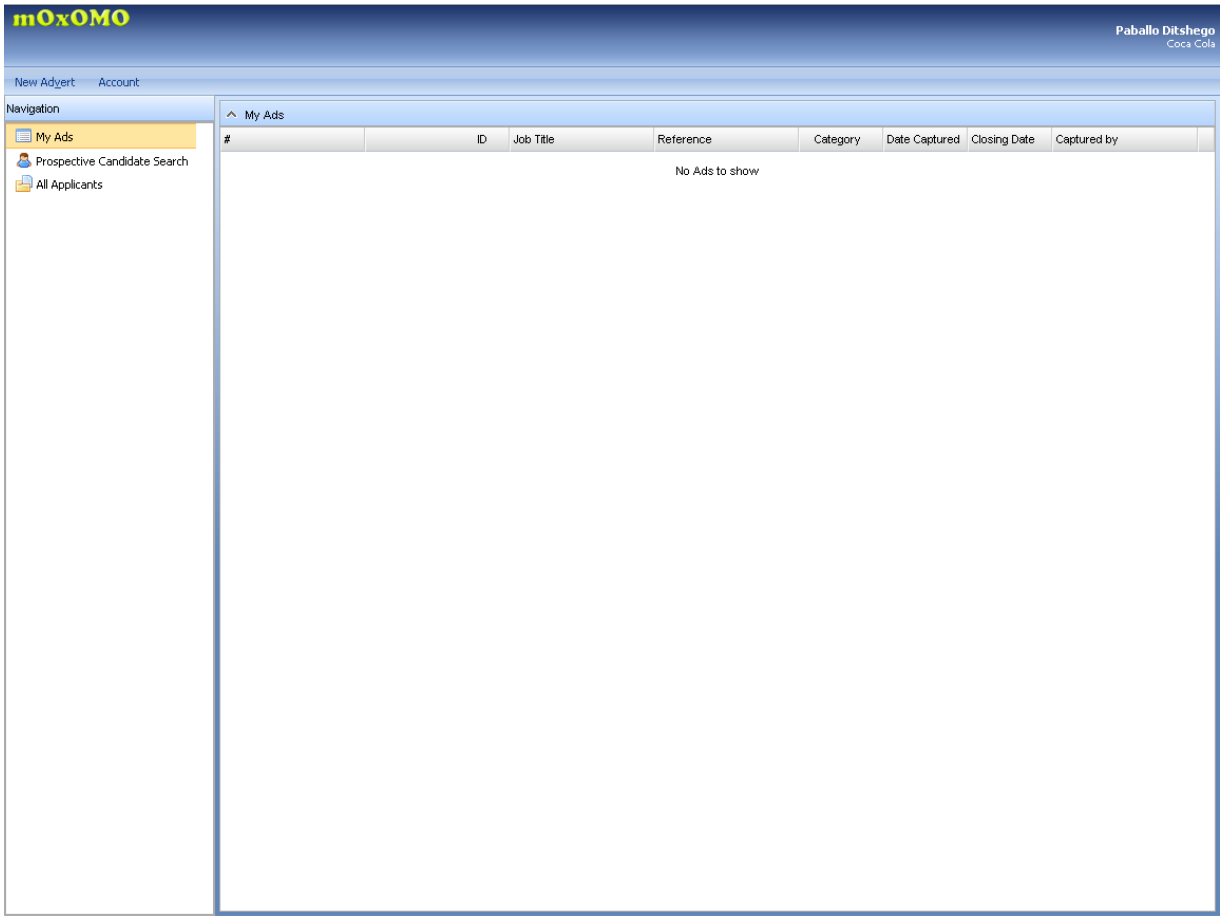


Once your logo has been uploaded, you are ready to capture your login details, click “Next”.

Please not that Moxomo does not maintain sessions on the server so it is perfectly safe for consultants to be signed in concurrently using the same login credentials.

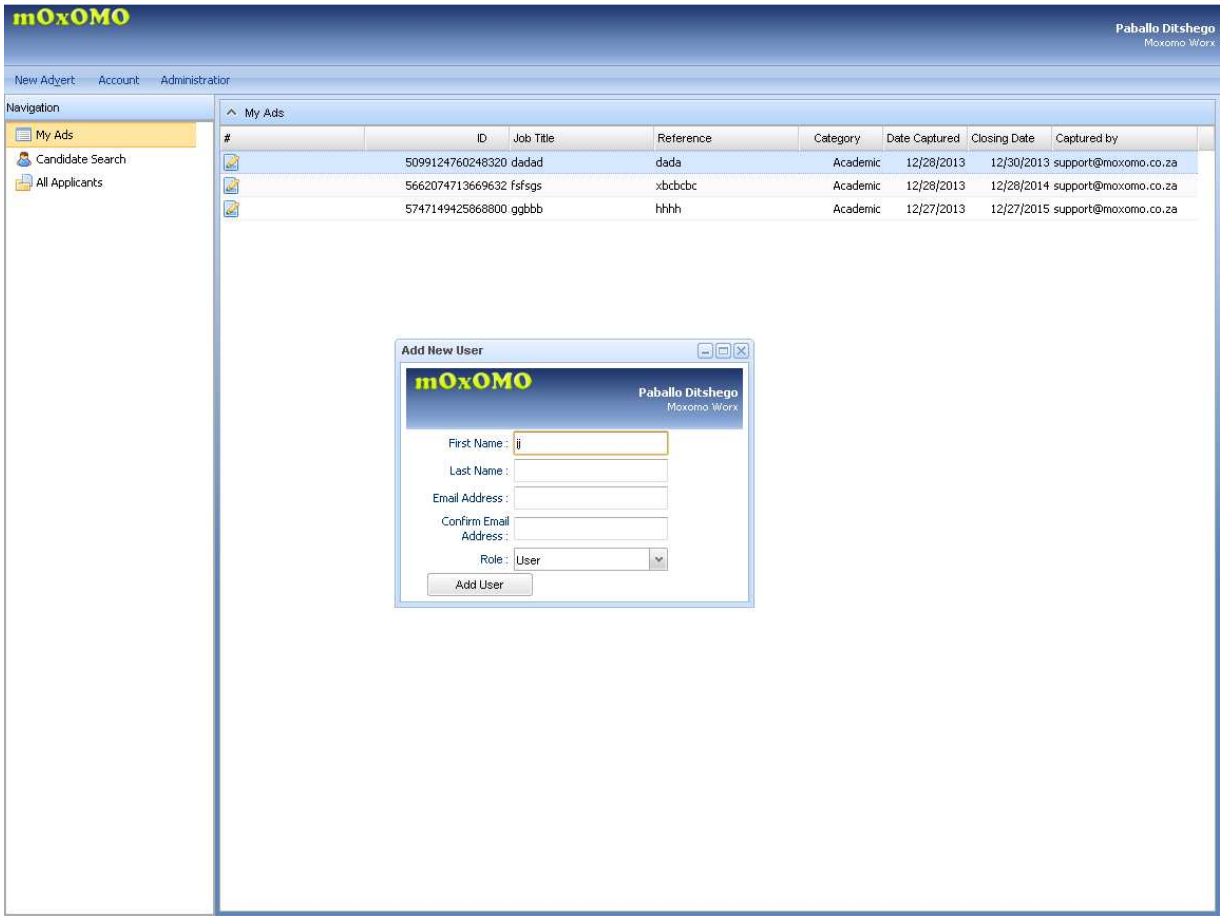


Once your account has been created, you should see the recruiter console.

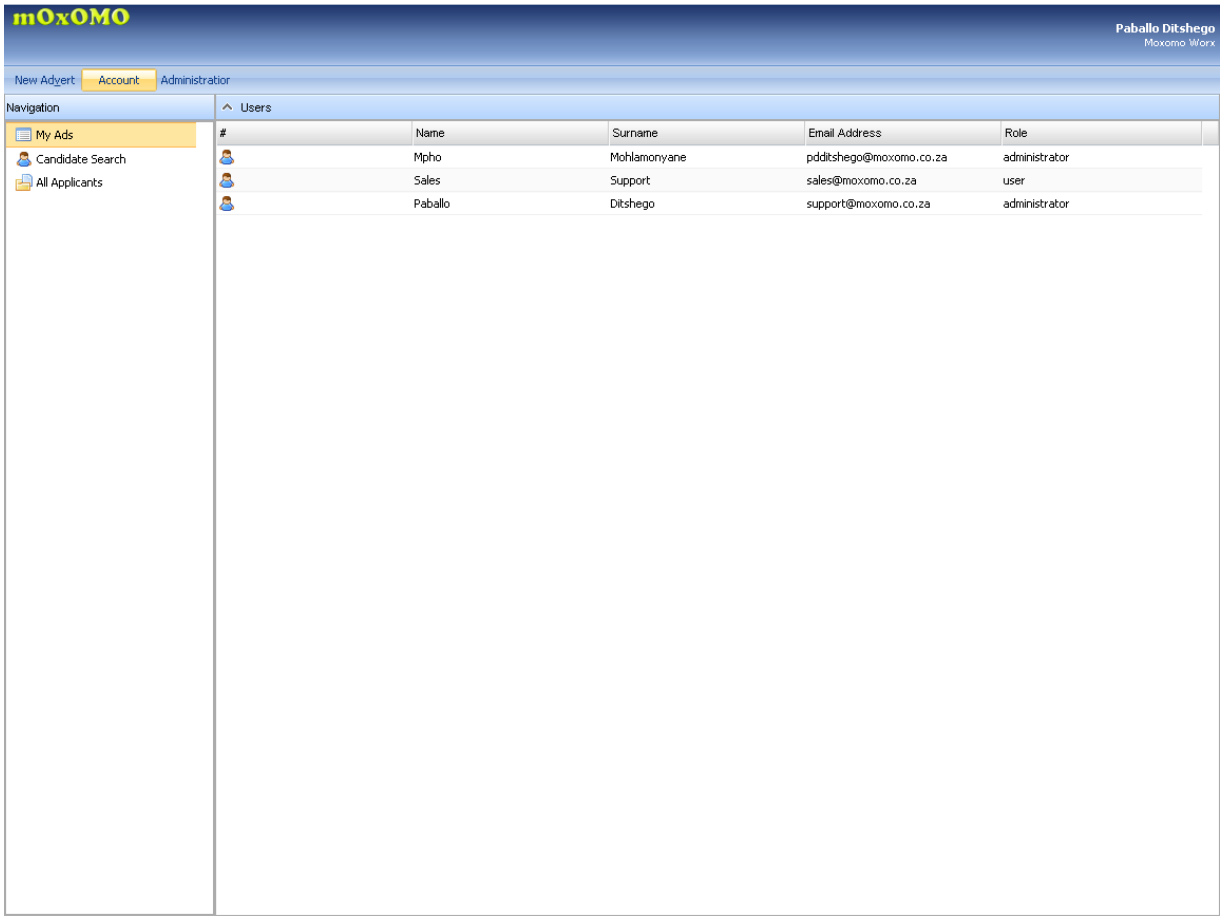

mOxOMO
Paballo Ditshego
Coca Cola
New Advert
Account
Navigation
My Ads
Prospective Candidate Search
All Applicants
My Ads
#
ID
Job Title
Reference
Category
Date Captured
Closing Date
Captured by
No Ads to show

Adding Users

Now that you have access to the Moxomo Recruiter Console, you may add your fellow colleagues as users of Moxomo by going into the Account menu and choosing the Add User option. You must have the name of the colleague as well as their email address available, Moxomo will autogenerate the password and email the new user their login credentials which they have the option of changing once logged in. There are two levels of access User and Administrator, the administrator is able to add/remove users and modify company details in addition to all other features.



To view all users select the “View Users” option in the “Account” menu. If you have administrative previlges you may click on a user to modify the user’s access level or to remove the user.

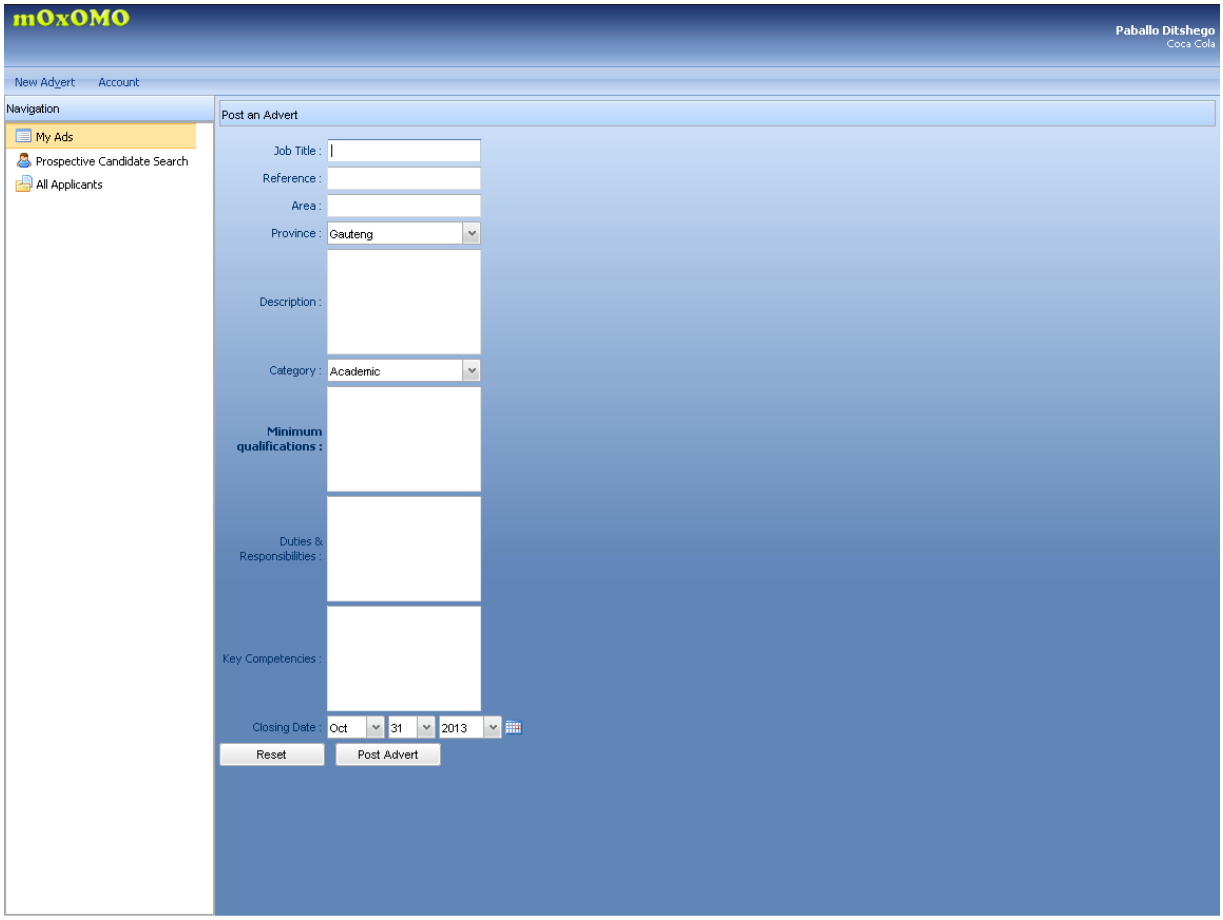

mOxOMO
Paballo Ditshego
Moxomo Worx
New Advert
Account
Administration
Navigation
My Ads
Candidate Search
All Applicants
Users
Name Surname Email Address Role
Mpho Mohlamonyane pdditshego@moxomo.co.za administrator
Sales Support sales@moxomo.co.za user
Paballo Ditshego support@moxomo.co.za administrator

Posting Your Advert

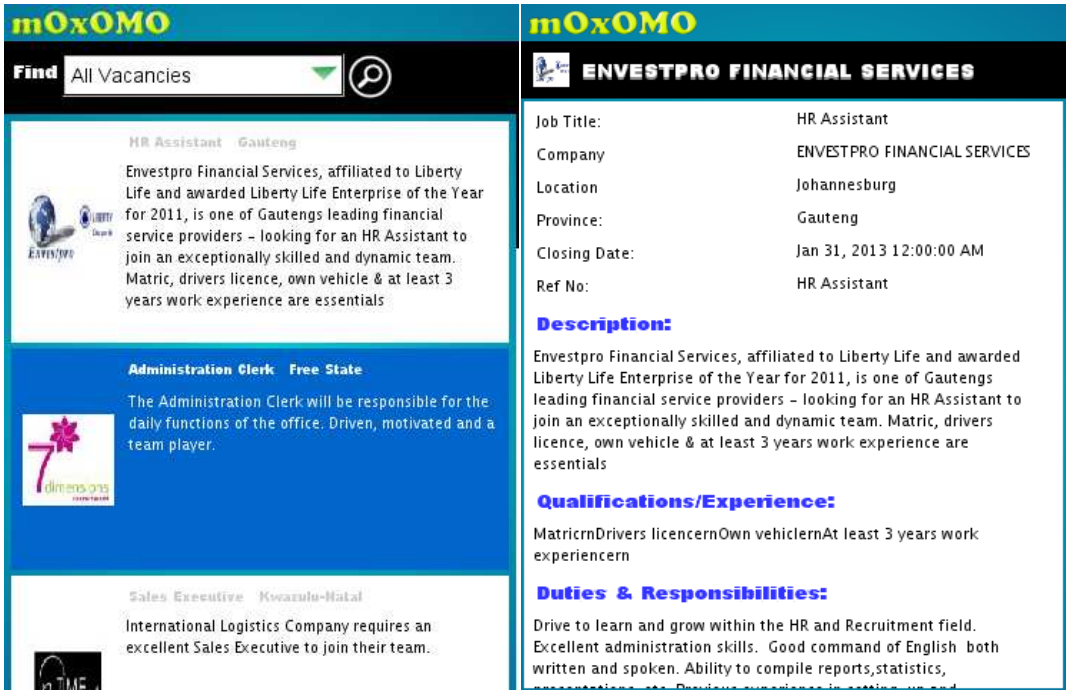
Before posting your advert please make sure you have a

- A job specification.

Click on New Advert menu, select “Post New Advert”. Capture the job details on the form and submit. Please ensure that the vacancy description is conscise.



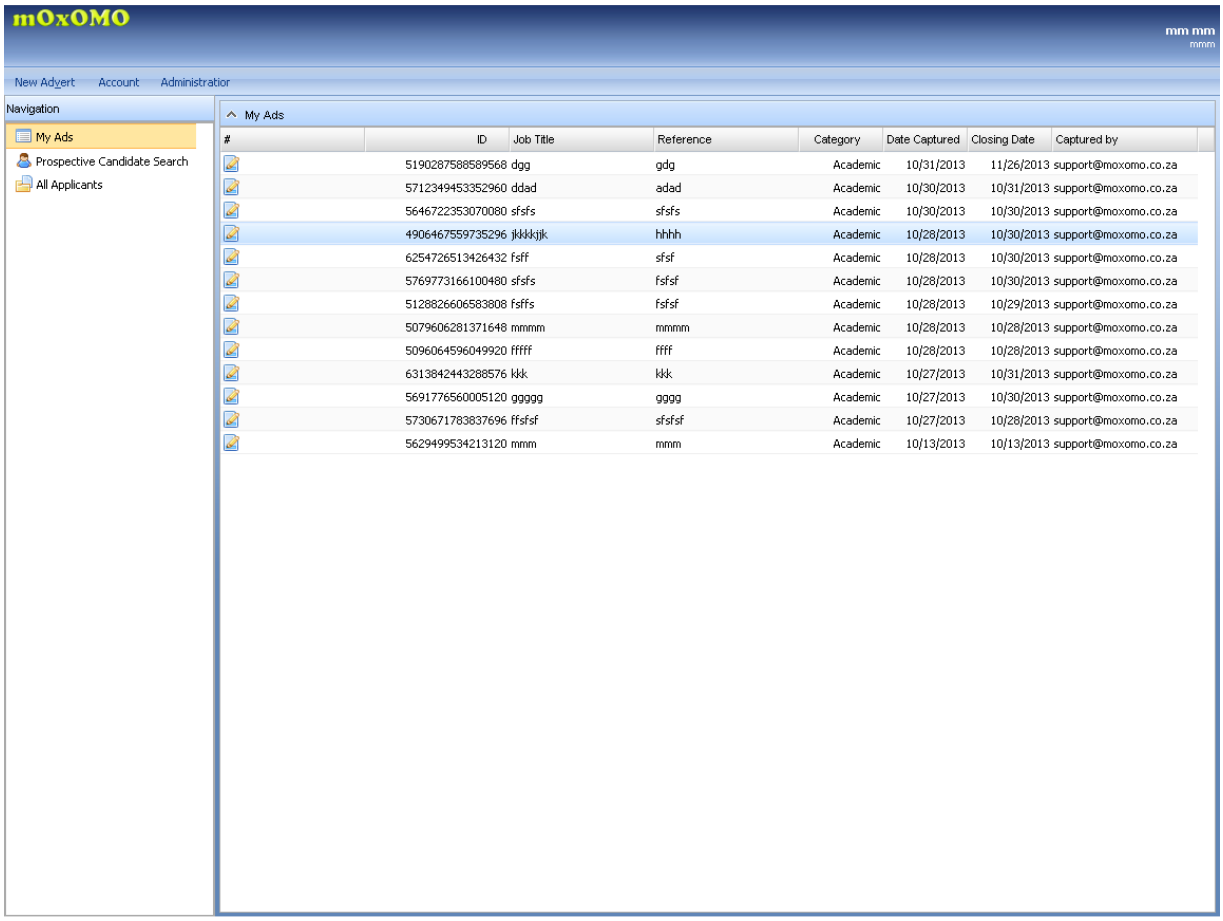
Once posted, the advert will appear on the mobile app as well as on social networks (subject to limits and availability). You are now ready to start recieving applications . What is neat is that responses can be handled in- app.

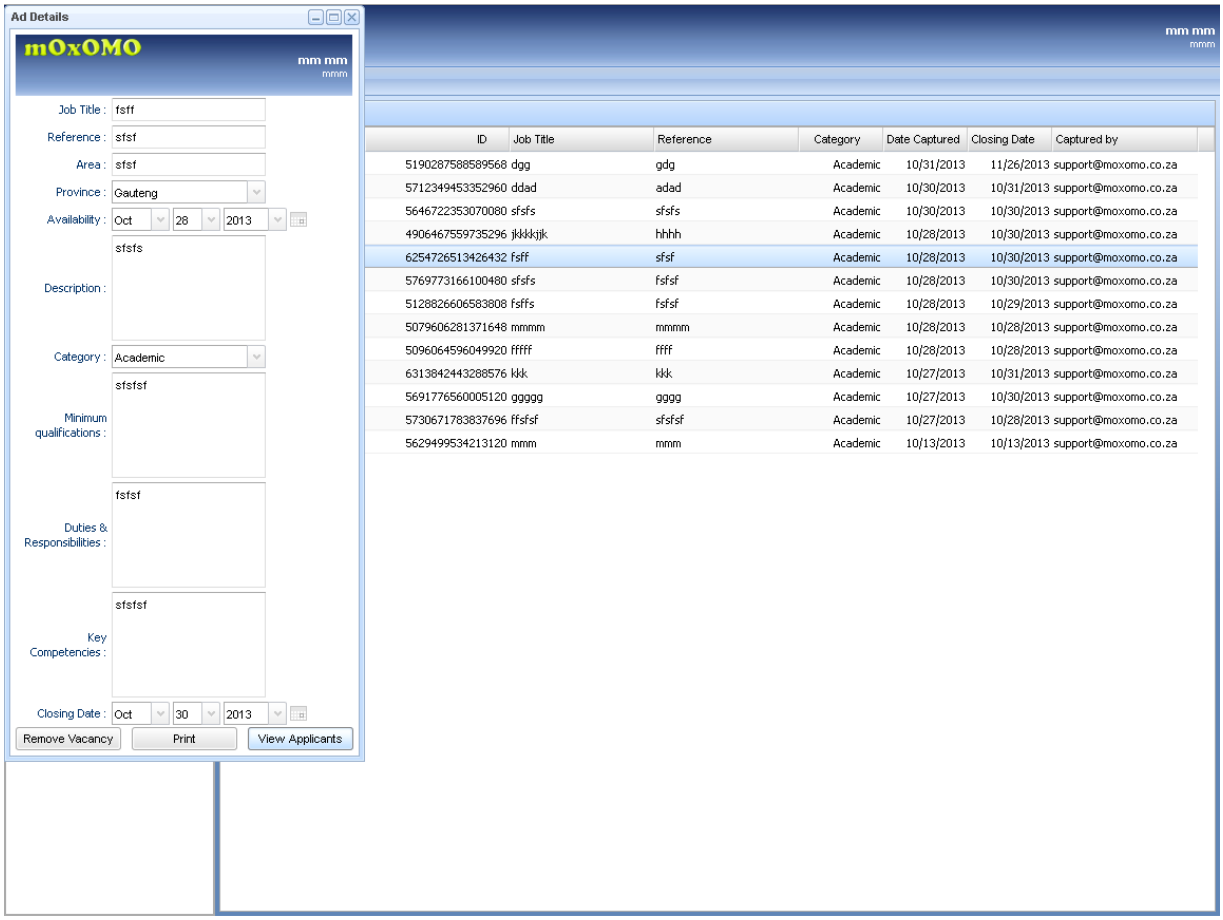

mOxOMO
Find
All Vacancies
HR Assistant Gauteng
Envestpro Financial Services, affiliated to Liberty Life and awarded Liberty Life Enterprise of the Year for 2011, is one of Gautengs leading financial service providers – looking for an HR Assistant to join an exceptionally skilled and dynamic team. Matric, drivers licence, own vehicle & at least 3 years work experience are essentials
Administration Clerk Free State
The Administration Clerk will be responsible for the daily functions of the office. Driven, motivated and a team player.
Sales Executive Kwazulu-Natal
International Logistics Company requires an excellent Sales Executive to join their team.
mOxOMO
ENVESTPRO FINANCIAL SERVICES
Job Title: HR Assistant
Company ENVESTPRO FINANCIAL SERVICES
Location Johannesburg
Province: Gauteng
Closing Date: Jan 31, 2013 12:00:00 AM
Ref No: HR Assistant
Description:
Envestpro Financial Services, affiliated to Liberty Life and awarded Liberty Life Enterprise of the Year for 2011, is one of Gautengs leading financial service providers – looking for an HR Assistant to join an exceptionally skilled and dynamic team. Matric, drivers licence, own vehicle & at least 3 years work experience are essentials
Qualifications/Experience:
MatricrnDrivers licencernOwn vehiclernAt least 3 years work experiencern
Duties & Responsibilities:
Drive to learn and grow within the HR and Recruitment field. Excellent administration skills. Good command of English both written and spoken. Ability to compile reports,statistics,

Handling Responses

To view responses to your adverts, you have two options.

To view responses to a single advert, simply click on the advert and choose “View Applicants”.


mOxOMO
mm mm
mmm
New Advert
Account
Administration
Navigation
My Ads
Prospective Candidate Search
All Applicants
My Ads
ID Job Title Reference Category Date Captured Closing Date Captured by
5190287588589568 dgg gdg Academic 10/31/2013 11/26/2013 support@moxomo.co.za
5712349453352960 ddad adad Academic 10/30/2013 10/31/2013 support@moxomo.co.za
5646722353070080 sfsfs sfsfs Academic 10/30/2013 10/30/2013 support@moxomo.co.za
4906467559735296 jkkkkjjk hhhh Academic 10/28/2013 10/30/2013 support@moxomo.co.za
6254726513426432 fsff sfsf Academic 10/28/2013 10/30/2013 support@moxomo.co.za
5769773166100480 sfsfs fsfsf Academic 10/28/2013 10/30/2013 support@moxomo.co.za
5128826606583808 fsffs fsfsf Academic 10/28/2013 10/29/2013 support@moxomo.co.za
5079606281371648 mmmm mmmm Academic 10/28/2013 10/28/2013 support@moxomo.co.za
5096064596049920 fffff ffff Academic 10/28/2013 10/28/2013 support@moxomo.co.za
6313842443288576 kkk kkk Academic 10/27/2013 10/31/2013 support@moxomo.co.za
5691776560005120 ggggg gggg Academic 10/27/2013 10/30/2013 support@moxomo.co.za
5730671783837696 ffsfsf sfsfsf Academic 10/27/2013 10/28/2013 support@moxomo.co.za
5629499534213120 mmm mmm Academic 10/13/2013 10/13/2013 support@moxomo.co.za


Ad Details
mOxOMO
mm mm
mmm
Job Title : fsff
Reference : sfsf
Area : sfsf
Province : Gauteng
Availability : Oct 28 2013
Description : sfsfs
Category : Academic
Minimum qualifications : sfsfsf
Duties & Responsibilities : fsfsf
Key Competencies : sfsfsf
Closing Date : Oct 30 2013
Remove Vacancy
Print
View Applicants
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ID Job Title Reference Category Date Captured Closing Date Captured by
5190287588589568 dgg gdg Academic 10/31/2013 11/26/2013 support@moxomo.co.za
5712349453352960 ddad adad Academic 10/30/2013 10/31/2013 support@moxomo.co.za
5646722353070080 sfsfs sfsfs Academic 10/30/2013 10/30/2013 support@moxomo.co.za
4906467559735296 jkkkkjjk hhhh Academic 10/28/2013 10/30/2013 support@moxomo.co.za
6254726513426432 fsff sfsf Academic 10/28/2013 10/30/2013 support@moxomo.co.za
5769773166100480 sfsfs fsfsf Academic 10/28/2013 10/30/2013 support@moxomo.co.za
5128826606583808 fsffs fsfsf Academic 10/28/2013 10/29/2013 support@moxomo.co.za
5079606281371648 mmmm mmmm Academic 10/28/2013 10/28/2013 support@moxomo.co.za
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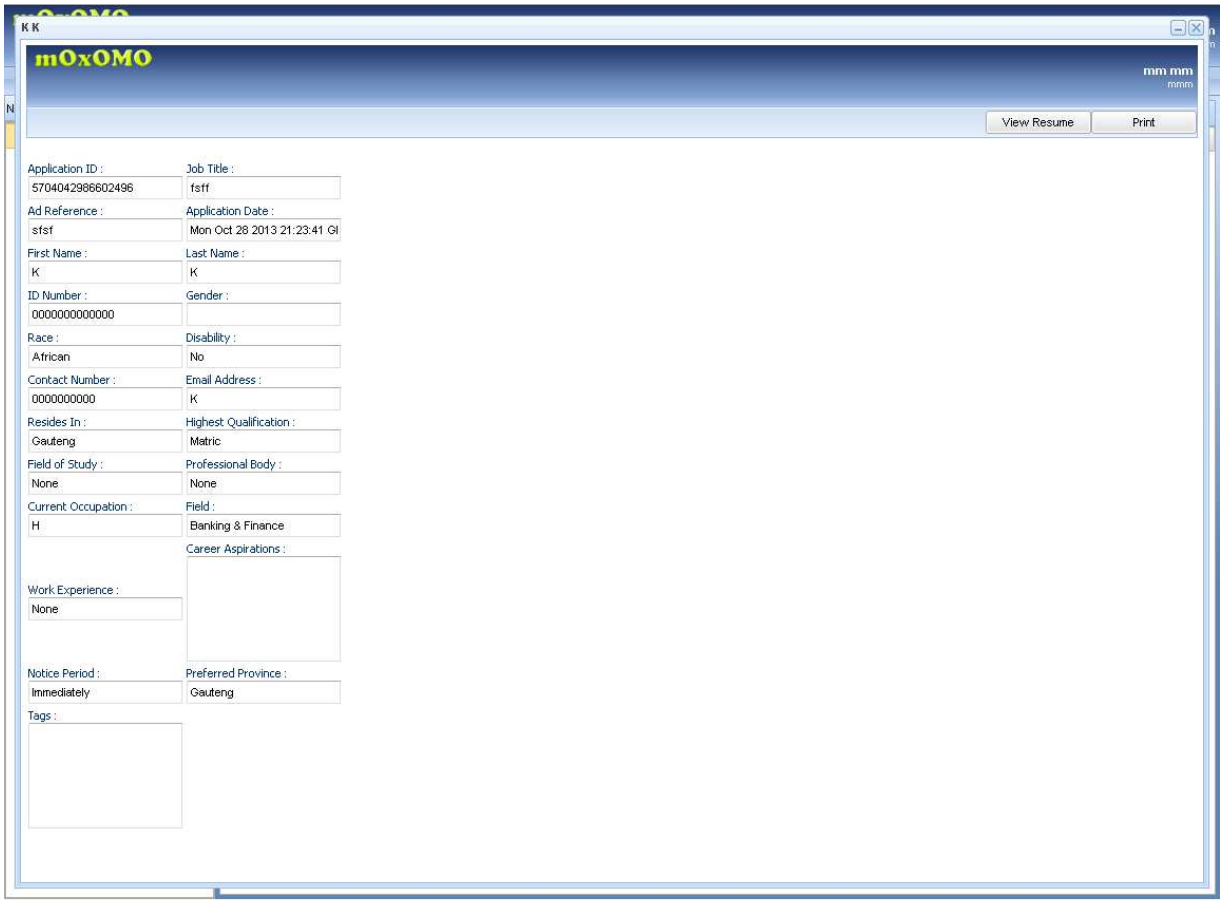
6313842443288576 kkk kkk Academic 10/27/2013 10/31/2013 support@moxomo.co.za
5691776560005120 ggggg gggg Academic 10/27/2013 10/30/2013 support@moxomo.co.za
5730671783837696 ffsfsf sfsfsf Academic 10/27/2013 10/28/2013 support@moxomo.co.za
5629499534213120 mmm mmm Academic 10/13/2013 10/13/2013 support@moxomo.co.za

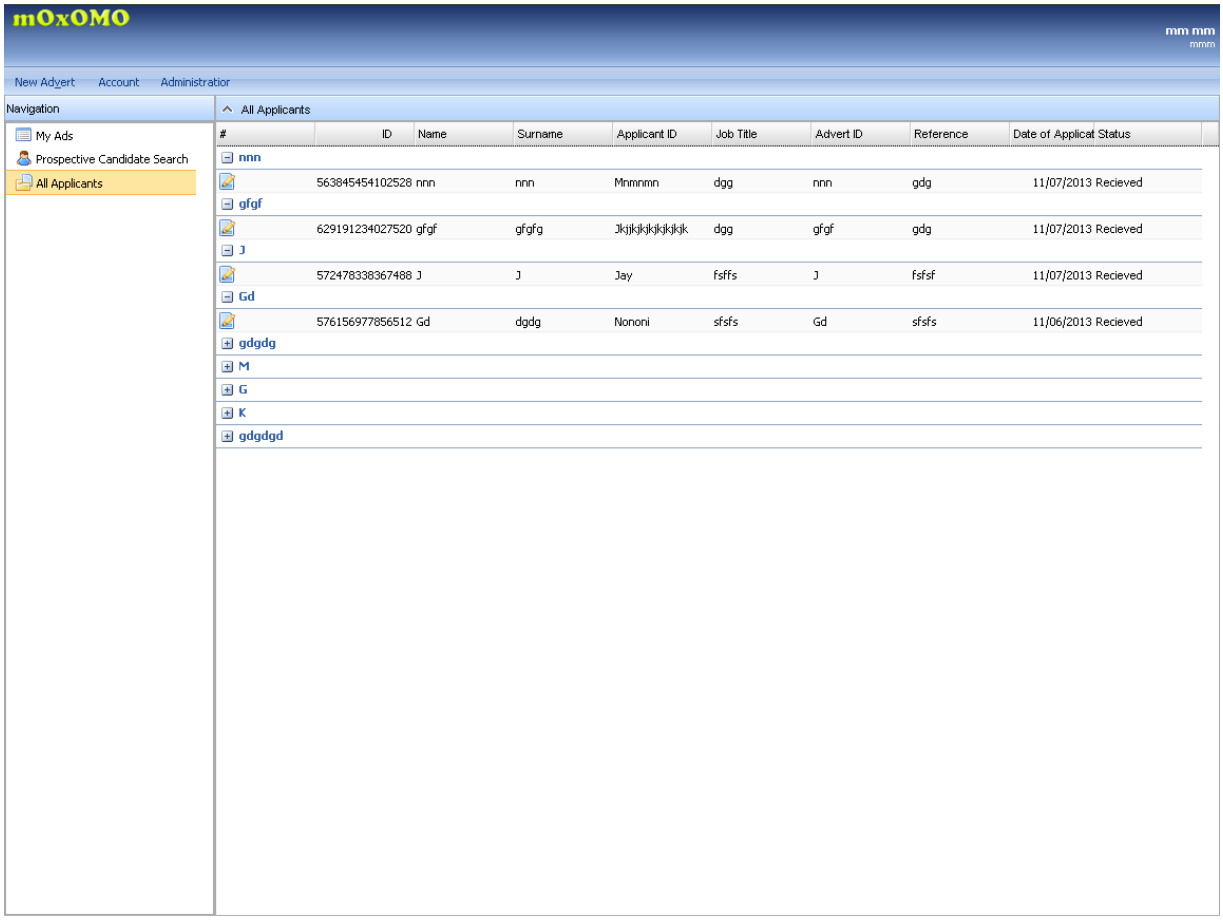
You should then see a list of applicants. You can select a candidate to view their profile and resume.



Profile

Resume

To view responses to all adverts, select “All Applicants” option in the navigation panel. Applicants are grouped by advert.



Prospective Candidate Search

The prospective search tool enables recruiters to search our database for potential candidates. To use the tool effectively you must have a basic understanding of Boolean Logic. A brief tutorial is provided below.

This is a great simplifier but Boolean search writing is a skill that top recruiters need to know directly in order to get meaningful candidate search results.

Fully constructed Boolean search strings can look both confusing and complex, but don't worry, because they aren't! The first important thing to appreciate is that there are only five elements of syntax to understand. These are:

AND

OR

NOT

()

“”

By applying these appropriately, along with the keywords you wish to consider, you can create a huge range of search operations. There is no limit to how often you can use any of these elements in a search, so you can create very specific search strings, which will save you a lot of time in filtering the results.

AND

AND is the simplest function to apply. Any search terms that follow an AND command must appear in the result. For example:

engineer AND *“senior developer”*

will give results that include both the word engineer and the phrase “senior developer”. All search results will include both, and any CVs that have either engineer or “senior developer” (but not both) will not appear.

OR

OR provides options into a search. Usage of the OR command allows you to create a list of possibilities for which only one match is important. For example, the following search phrase would give you results that contain one or more of the stated words:

hospitality OR catering OR hotelier

NOT

NOT is the command of exclusion. If there are closely related terms that mean very different things, then usage of the NOT command is extremely valuable. An example could be as follows:

architect NOT "software architect"

This would give you results that contain the word architect, but leaving out any that use the phrase "software architects". Very useful if you are operating in the construction industry.

The one major limitation with the NOT command is that it isn't recognized by Google.

"" – Quotation Marks

You will have noticed that I have used the "" expression above in some examples already, wrapped around particular keywords. These quotation marks are used to capture a phrase that is to be kept intact, in the precise word order stated. Not using "" around a phrase will mean that each word is treated separately, usually with an assumed AND in between each one. For example:

cheese sandwich

would give results that contain '*cheese*' and '*sandwich*', but not necessarily in the same sentence or paragraph!

"cheese sandwich"

would give results that only contain the phrase '*cheese sandwich*'

() – Brackets

Using brackets is essential for complex search strings, and it can be their application that causes the most confusion. Essentially, a clause within brackets is given priority over other elements around it. The most common place that brackets are applied by recruiters is in the use of OR strings. Perhaps a good example would be company names. You have a list of target companies from where you wish to find your talent, and a candidate can have worked at any one (or ideally several) of them. You might initially construct a command like this:

IBM OR Oracle OR "Red Hat" OR Microsoft

These are all large companies though, so any search like this is likely to generate a large number of results. If you wanted to find just individuals who have reached Manager or Director level, then you might use the following command:

"Manager" OR "Director"

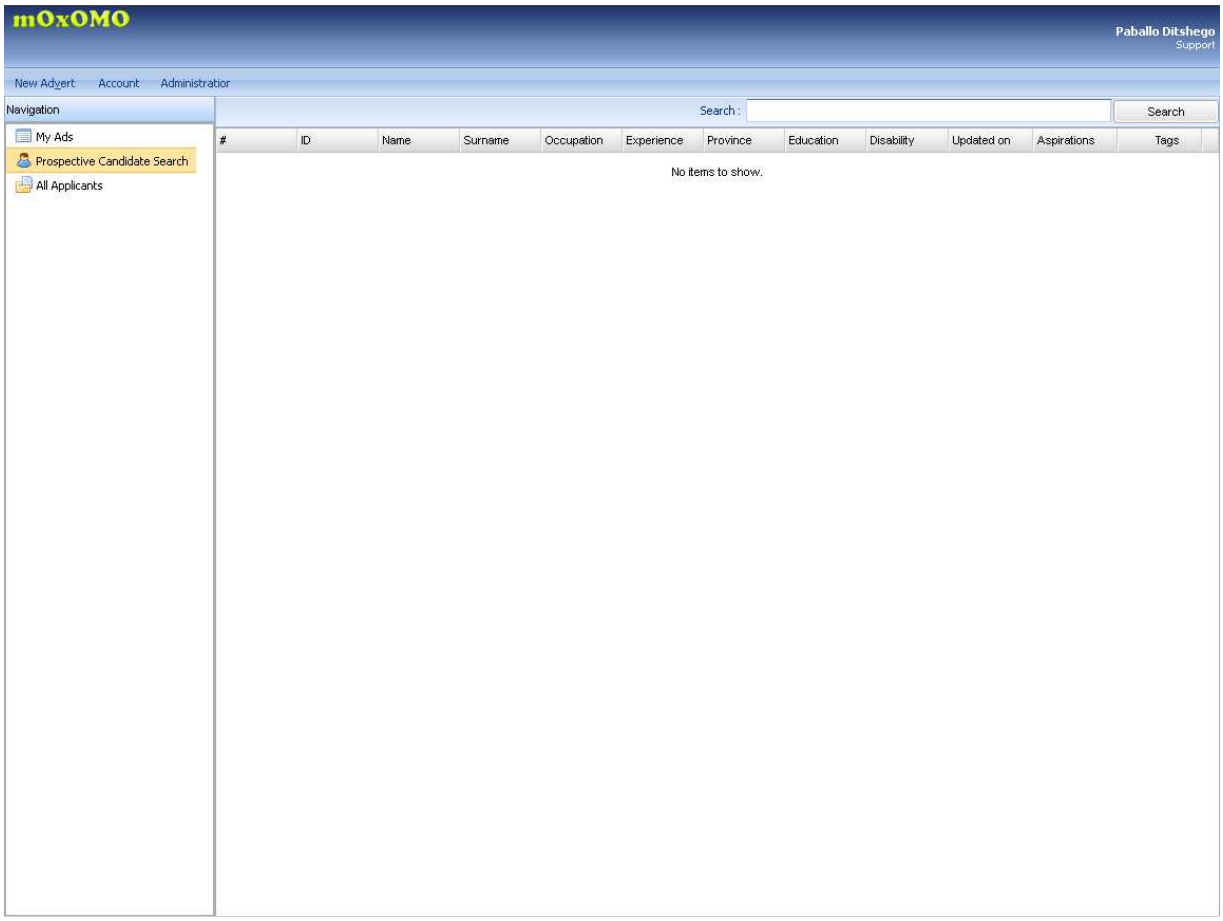
To combine both commands into one search, we use brackets to tell the search engine that these are separate conditions. In order to tell the search engine that we want to see results containing either Manager or Director and also one of IBM, Oracle, Red Hat, or Microsoft, we group them like this:

("Manager" OR "Director") AND (IBM OR Oracle OR "Red Hat" OR Microsoft)

It makes no difference which order the two bracketed sections go; the same results will result either way.

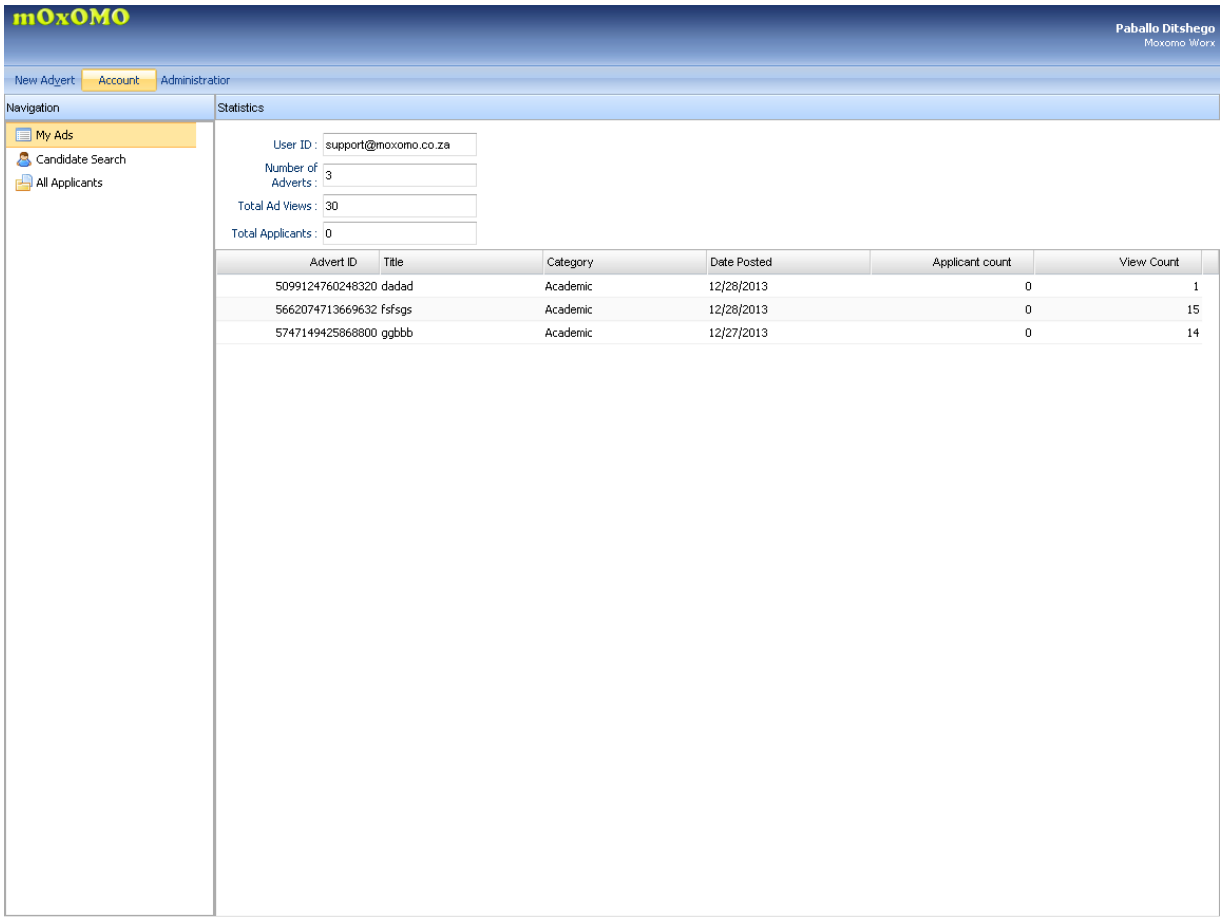
To use the search tool, click on Prospective Candidate Search.

Please note that the search tool can only return a maximum of 10 000 result.



Report

To generate a report, select the “Reports” option under the “Account’ menu.



Troubleshooting

- **If you cannot log in**

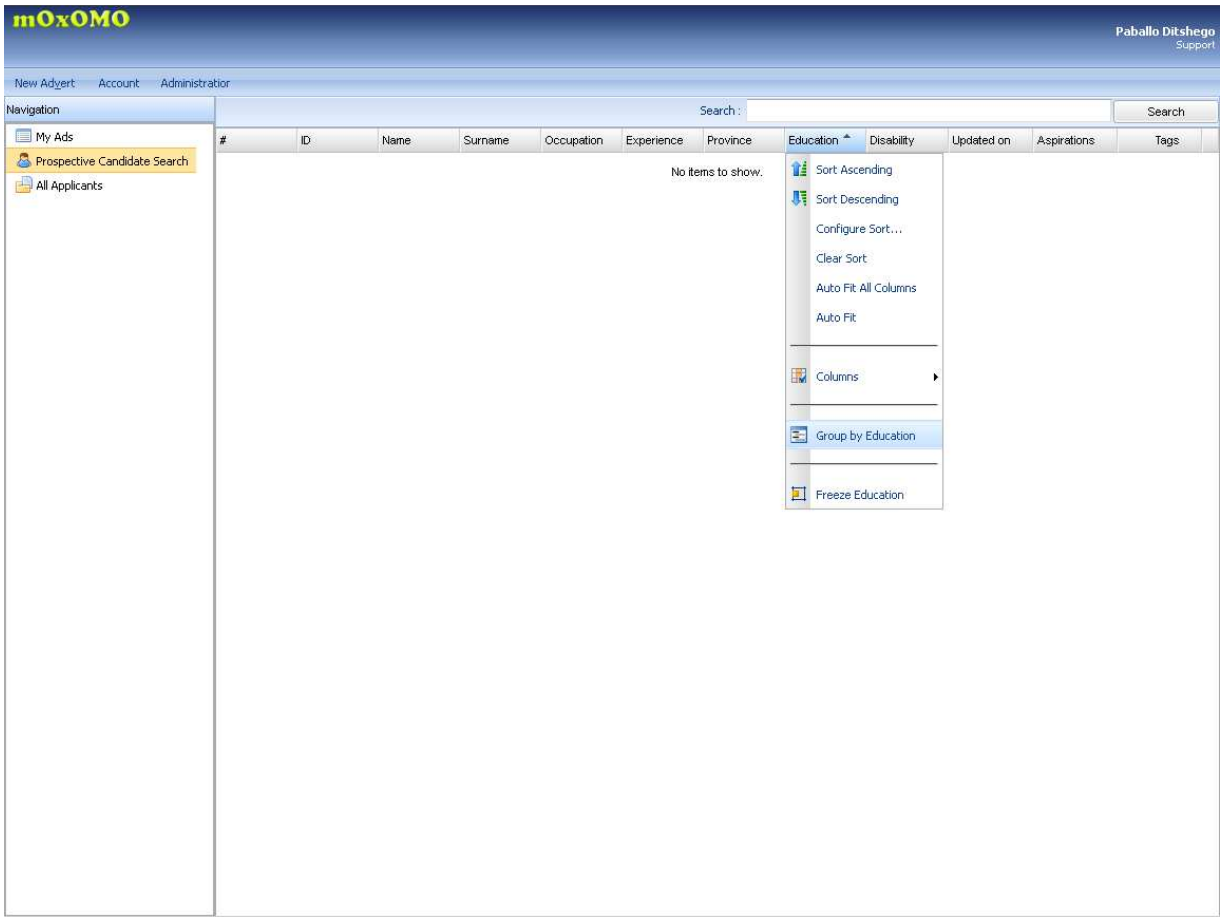
  Check that your login details are correct. If you have forgotten your password, please send an email to support@moxomo.co.za to have your password reset.

- **If your account is suspended**

  Kindly send an email to support@moxomo.co.za or call us on +27 79 981 4669 to have your account reinstated.

- **If you want to sort data**

  You can sort/group your data by clicking on a field and selecting the sort/group option.



- **If you cannot register**

  If you have aborted the registration process before completing it and would like to continue, please send an email to support@moxomo.co.za. Please note that you will have to restart the whole registration process once you have received correspondence from Moxomo Worx.